AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	Page 1 of 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. *(If applicable)*
0001	11/29/2006		

6. ISSUED BY CODE OFP	7. ADMINISTERED BY *(If other than Item 6)* CODE
Office of Finance & Procurement 327 Ford Bldg. Washington, DC 20515	

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and Zip Code)*

CODE | FACILITY CODE

(X)	9A. AMENDMENT OF SOLICITATION NO. OPR07000008
(X)	9B. DATED *(SEE ITEM 11)* 10/20/2006
	10A. MODIFICATION OF CONTRACT/ORDER NO.
	10B. DATED *(SEE ITEM 13)*

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ ] is extended, [X] is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning ________ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	
[ ]	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
[ ]	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14.
[ ]	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
[ ]	D. OTHER *(Specify type of modification and authority)*

E. IMPORTANT: Contractor [ ] is not, [ ] is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

Amendment 1identifies the questions submitted at the November 17, 2006 pre-proposal conference AS WELL providing the answers to the questions submitted.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER *(Type or print)*		16A. NAME AND TITLE OF CONTRACTING OFFICER *(Type or print)* James Tiani	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. U.S. HOUSE OF REPRESENTATIVES BY James Tiani *(Signature of Contracting Officer)*	16C. DATE SIGNED 11/29/06

Line Item Summary	Document Number	Title	Page
	OPR07000008/0001	Wireless Sales & Support	2 of 2

No Funding Information

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost

No Changed Line Item Fields

Previous Total:

Modification Total:

Grand Total:

Pre -Proposal Conference Wireless Sales & Support - Held 11/17/06
Answers toQuestions Submitted in reference to RFP OPR07000008

Q= question
A= Answer

Q.1. Sections C5 and C8: Please indicate methodology, initial data submittal and update requirements associated with the requested HouseNet integration
A House offices may opt to order wireless devices online. Initially, House offices ordering online may view product selections from a link to an external site, and then populate the information into their order form for processing.
The House will be deploying PeopleSoft Financials in a phased rollout starting October 2007 -- our goal is to provide a capability for House offices to shop online based on an integrated vendor maintained catalog in PeopleSoft that is accessed through the HouseNet portal. Workflow integration would also be established within PeopleSoft and our customer tracking system for order fulfillment and activation of devices. The selected vendor will participate in meetings and provide input into the implementation of a solution. Ultimately, the House would determine the requirements for integration.

Q.2. What is the acceptable time frame for the construction of the retail space?
A. Approximately 60 days

Q.3. Is there a break out of the current carrier profiles for the house subscribers, which will identify the dominant carrier
A. Yes they are identified in the RFP.

Q.4. Section M: Overall Approach - How is desktop publishing and graphics services related to the wireless vendor?
A.This is an error, desktop publishing and graphics should be deleted

Q.5. Past Performance: Will past performance references from team partners be acceptable?
A.Yes

Q.6. How will the House make purchases – will they all be through purchase order and Equipment Installation/Acceptance Notice (EIN) Form Utilization?
A. House offices will submit signed order form to wireless provider for purchase of device only. Monthly recurring service is on existing House accounts for area code "202" only.

Q.7. Will the House place all orders?
A. No The vendors retail space is to provide the service for walk in order placement and device pick-up.

Q.8. Is the House willing to actively move existing and new wireless services to this proposed program?
A. No

Q.9.Section C.5, Scope. The contractor is required to create and maintain a secure Web site that can be integrated into HouseNet, which allows House customers to view the available devices and accessories. Is the contractor required to provide all hardware and software for this Web site? If so, are there HouseNet standards (hardware and software) that the contractor should follow for this Web site?

A. The House will be deploying PeopleSoft Financials in a phased rollout starting October 2007 -- our goal is to provide a capability for House offices to shop online based on an integrated vendor maintained catalog in PeopleSoft that is accessed through the HouseNet portal. Workflow integration would also be established within PeopleSoft and our customer tracking system for order fulfillment and activation of devices. The selected vendor will participate in meetings and provide input into the implementation of a solution. Ultimately, the House would determine the requirements for integration. The vendor is responsible for maintaining any hardware/software located off-site if necessary, for the creation and maintenance of integrated workflow for the order to activation process.

Q.10. Section C.5, Scope. Will the contractor have direct access to the CAO Customer Tracking System (CTS) at the on-site location?

A. Yes

Q.11 Section C.5, Scope. Can you provide additional information on the appropriate electronic format for the CAO Office of Finance and Procurement to permit charge back to the appropriate House Office account on a monthly basis?

A. See attachment "Interface File Specification"

Q.12. Paragraph C.6.9, Facilities. Is it possible to see the intended assigned space for the contractor's on-site operations before proposals are submitted? Is it possible to receive a copy of the pertinent regulations of the House and the Architect of the Capitol related to the design and construction of contractor's on-site operations?

A. The location of the store will be up campus (not Ford House Office Building)

Q.13 Section M.1, Evaluation Factors for Award, references a procurement for "desktop publishing graphics services for the House" on page 33. Will this be amended?

A.This is an error, desktop publishing and graphics should be deleted

Q.14.Does the House intend to stay the customer of record with the carriers or are they looking for full-lifecycle carrier management, including account management? In other words, will the House or the contractor be the customer of record with the carriers? If the contractor is not the customer of record, will the contractors have the authority to make changes to accounts, such as activations, deletions, and suspensions?

A. The House will remain the customer of record and the wireless service provider will operate under a letter of authority

Q.15. Does the House intend for the contractor to provide Tier 1 level support or will all requests that come through the House Helpdesk as either a Tier 1+ or Tier 2 filtered request?

A All calls coming into the Help Desk (Tier 0 and Tier 1) will be triaged. The Wireless store will be required to resolve all requests assigned to the contractor.

Q.16. Does this RFP also include personal devices?
A. No not at this time

Q.17. Will the House provide Internet connectivity for the contractor at the store/kiosk?
A. Yes

Q.18. Do you anticipate any delays in the release date of this RFP?
A.The RFP has been released?

Q.19. What are the average monthly minutes used and average monthly data usage for the House? This would help negotiate rates with the various carriers.
A. The House does not current tally the average monthly minutes per House office.

Q.20 How many devices are supported by each of the wireless carriers for the House? Rank order of the carriers by number of devices

A. The House does not breakout the number of devices by vendor, however the total number of devices provided for each wireless carrier is Verizon -5,121, Cingular Wireless -3,689, T- Mobil -76, Sprint/Nextel -69

Q.21. Can work such as billing review/analysis and some customer support be provided off-site? If so, what are the requirements for data access for storage?
A. Yes, customer support for billing review/analysis can be provided off site

Q.22. What is the average number of transactions per month by type (i.e., purchases, activations, changes to service plans, transfers, suspension/deactivation, porting numbers, replaces, porting of House phone number from Verizon communications - land line to wireless carrier)?
A. Purchase Orders 2005 average per month 303, 2006 average per month (Jan – Sept) 302. Activation: Cingular Wireless devices come activated, Verizon Wireless user activated device

Changes to Service Plans - 72
Transfers (ESN swaps) -240
Suspension/Deactivation -24
Porting Numbers -120
Porting of landline numbers -0

Q.23. What is the average daily traffic (in person customer visits) to the current wireless sales office?
A. None

Q.24. Is manned coverage required in a staffed 24x7 support center for customer support or can staff be on call after normal hours via toll free line, email, and/or web?

A. 8:30am to 5:30pm. After hours support required and staff needs to be onsite

Q.25. What is the average monthly volume of customer support requests by type (e.g., email, phone, fax, in-person)?
A. E-mail - 1,200, Phone -960, fax -720, in person 6

Q.26. What is the average number of 1) trainings/usage demos and 2) House Member office visits for support per month?
A. Walk-in consultations and training are expected. Formal classroom training, 1-2 per month, should be expected as well as attendance to monthly user group meetings.

Q.27. Is the Remedy System currently used to inventory devices or is it used just to initiate BlackBerry Server access? If not, what form/system currently has the device inventory?
A.Remedy system will be used for the provisioning of BlackBerry devices as well as receiving and tracking customer requests for service

Q.28. For purchase authorizations, are electronic signatures/web based order approvals by designated Member/Officer permissible under House Rules and Policies?
A. Currently wet signatures is the only acceptable form

Q.29. How are bills received from the wireless carriers (e.g., on-line, CDs, paper)?

A. Equipment invoices (bills) are received via paper and must reference a purchase order number. Monthly recurring service for consolidated billing for area code "202" is provided via paper bill or electronically.

Q.30. Will the contractor review pay bills on behalf of the House and then invoice the House for payment?
A. Yes the vendor will bill the House electronically for equipment purchases only

Q.31. What is the average number of 1) courier (House offices/locations) deliveries and 2) postal mail/express mail deliveries to off-site locations per month?
A. Telecommunications does not send wireless devices to off campus locations via courier or express mail. Devices are shipped to district offices via standard methods (UPS and FedEX)

Q.32. If there is an incumbent(s), who are they? If House/government personnel perform this work, how many total FTEs are involved today?
A. No incumbent. Three FTE's required for order processing, suspension/deactivation, trouble shooting, billing, wireless consultations etc.

Q.33 Section C.6.8 mentions office furnishings and a computer for access to CAO CTS, Is this space separate from the retail sales area for support services personnel? If so, will facilities include a secure area for device inventory storage?
A. This is up to vendor to propose.

Q.34. Does a point of service survey presently exist or will the vendor need to create one?

A. The CAO has a point of service survey. It is envisioned that the vendor will development a survey and the CAO can provide assistance.

Q.35. Is travel required to support off-site sales/out of region wireless sales and activation to District offices? If so, on average how many trips are required per year?
A. No travel is required

Q.36. What are the pertinent regulations of the House and the Architect of the Capitol for consideration in the construction of the retail sales site? Can the regulatory document be provided so we can incorporate rules in the site design for the proposal?
A. The Architect of the Capitol (AOC) follows the international building code dated 2003.

Q.37. Does the House have a location in mind for the retail sales site? If so, can basic drawings/plans for the area be provided to incorporate in our site design for the proposal?
A. Not yet

Q.38: Is this a new requirement or is there an incumbent contractor?

A New Requirement

Q.39: The SOW states that the CAO Office of HIR Telecommunications currently places Service Order requests and acts as liaison between the House Office customers and Service Providers. Will HIR continue to be involved in this requirement?

A. The purpose of the RFP is to reduce/ eliminate HIR involvement as mush as possible

Q.40: Specifically, will HIR continue to manage device set-up and trouble shooting of technical problems (i.e. load software, manage network (LAN) connectivity, e-mail accounts, etc)?

A. The purpose of the RFP is to reduce/ eliminate HIR involvement as mush as possible

Q.41: What is the proposed Award date?

A. Unknown at this time.

Q.42 Following award, what is the proposed Start date?

A. Unknown at this time.

Q.43 Is the On-site Retail store/Kiosk to be located at the Ford HOB?

A. No - will be located up campus.

Q.44: In constructing the Retail Store front, is the contractor allowed in proposing the design, to also build, assemble, and set-up the store front area themselves, or will this be expected to be contracted to outside carpenters, electricians and other mechanics?

A. You will utilize you own contractors and work with the AOC

Q.45 In reference to ODC's (Section H.1), is it acceptable as a separate line item to price travel costs to support delivery to other House Office Buildings (Cannon, Rayburn, etc.)?

A. That is up to vendor

Q.46 Does the House intend to provide a list of potential bidders or bidder's conference attendees

A.No

Q.47 Please provide a current inventory of wireless devices that are deployed throughout the organization

A. Telecommunication does not track inventory by model.

Q.48 Will the winning contractor inherit the existing deployed devices or will the winner need to provide replacement devices after contract award

A. Yes the winning contractor will inherit existing devices

Q.49 What is the average age of all current owned equipment?

A. This information is not available

Q.50 What is the anticipated expiration date for any leased equipment?

A. No leased equipment

Q.51 Can the existing service level agreements (SLAs) be provided?

A.SLAs were stated in the RFP. Walk-in customers should be served on a first-come, first-serve basis. Devices ordered online, via fax or e-mail should be activated and delivered within 48 hours.

Q.52 Are there any figures available that show current utilization or planned usage?

A. This information cannot be released

Q.53 What is the current usage by time and by carrier?

A. This information is not available

Q.54 What is the current breakout by equipment and by carrier?

A. This information is not available

Q.55 What type of wireless service plans does the House currently have (e.g., pooled minutes, individual plans, pay as you go)? Can the House provide a breakdown of usage by type of plan?

A. The wireless service plans are chosen from the GSA Schedule; pooled/shared minute plans are only allowed by Verizon Wireless due to monthly recurring billing issues. Telecommunications does not track monthly service plans. This information is tracked by the wireless provider.

Q.56 In addition to providing the proposal in the specified, two-part format can Offeror's provide a compliance matrix that cross references the requirements from section C.6 of the RFP to its proposal

A. Yes in addition to the specified way.

Q.57 Please provide any pertinent House and/or Architect of the Capitol regulations that Offeror's must adhere to in designing on-site operations.

A. The Architect of the Capitol (AOC) follows the international building code dated 2003.

Q.58 Due to the potential complications and/or delays noted in reference to sending packages via currier, overnight, etc. and the specification that hand carried proposals will not be accepted, would the House consider accepting submission of proposals by the due date and time identified in Section A and allow a grace period for delivery of the original and ten hard copies of the proposal? Or will the House reconsider and allow Vendors to hand deliver proposals.

A The electronic version email proposal will satisfy the requirements on page 1 block 9

Q.59 How are the accounts currently structured, i.e. does each Member/Committee have a separate account/are the accounts consolidated by carrier and organized into sub accounts, etc. How many total accounts are there at present?

A. Each member/Committee has a separate financial code. Additional account information will be provided upon award

Q 60 What reporting system currently is in place to communicate cellular/data use and cost factors to Member/Committee offices?

A. Monthly telephone statement provided by Telecommunications

Q 61 Is there an existing web/House.net-based wireless services procurement system?

A. No

Q 62 Are users free to choose any phone model (as long as it is compatible with the carrier network) or is there an approved equipment list?

A. Each wireless provider publishes a list of GSA equipment available for purchase by House customers, but the House only supports Blackberries with BES capability

Q 63 Are users free to choose any rate plan or is the account managed in a way to optimize costs based on use?

A House offices are free to choose an rate plan on the GSA schedule; however, House accounts are not currently managed to allow for optimization

Q 64 How is the activation/repair/troubleshooting process handled now? What provision is made for after hours support?

A. Activation and troubleshooting of devices is currently handled through Telecommunications with repair handled by the wireless provider. After hours support is provided by the CAO Technology Center.

Q 65 Is the sales/support model proposed in the Solicitation and Offer based on a currently functioning model within the Federal Government?

A. No

Answer to Question 11

Interface File Specifications

The monthly FFS interface file will have two types of records. First, the file will have detail records. The layout for detail records is provided in Table 2-1: Input File Detail Record Fields and Descriptions. In addition, the file will contain a summary record with a record count and total amount for all detail records. The layout for summary records is provided in Table 2-2: Input File Summary Record Fields and Descriptions.

Figure 2-1 *Input File Detail Record Fields and Descriptions*

Field #	Beg Pos	Length	Field Name	Format	Description
1	1	20	Event Literal	Alphanumeric, 20 characters, flush left	Value "EXP-XFER-DYNAMIC"
2	21	9	FAIMS Ref ID	Numeric character value (i.e., leading zeros are not replaced by nulls or spaces), 9 characters	Sequential number starting with the two character current year and month and ending in a 5 character sequential number starting with '00001' for the first record for a given month. For example, the first record for the November, 2005 interface file would have a FAIMS Ref ID of '051100001'.
3	30	3	FAIMS Distribution Line Number	Alphanumeric, 3 characters, flush left	Value spaces or nulls
4	33	11	Vendor Code	Alphanumeric, 11 characters, flush left	Value spaces or nulls
5	44	2	Reference Trans Code	Alphanumeric, 2 characters, flush left	Value spaces or nulls
6	46	11	Reference Trans Number	Alphanumeric, 11 characters, flush left	Value spaces or nulls
7	57	3	Reference Trans Line	Alphanumeric, 3 characters, flush left	Value spaces or nulls
8	60	20	Vendor Invoice Number	Alphanumeric, 20 characters, flush left	Value spaces or nulls

Field #	Beg Pos	Length	Field Name	Format	Description
9	80	3	Vendor Invoice Line Number	Alphanumeric, 3 characters, flush left	Value spaces or nulls
10	83	8	Vendor Invoice Date	Alphanumeric, 8 characters, flush left	Value spaces or nulls
11	91	4	Beginning Budget Fiscal Year 1	Numeric, 4 characters	Derive as follows: ° If Ending Service Date month is January through August, then set BBFY1 value to the Ending Service Date year. ° If Ending Service Date month is September through December, then set BBFY1 value to the Ending Service Date year plus one.
12	95	4	Ending Budget Fiscal Year 1	Numeric, 4 characters	Value spaces or nulls
13	99	6	Fund 1	Alphanumeric, 6 characters, flush left	Fund Code associated with office being charged or credited (i.e., based on the organization being charged or credited).
14	105	7	Organization 1	Alphanumeric, 7 characters, flush left	Organization Code being charged or credited. This is the FFS Organization Code rather than the old FMS Organization Code.
15	112	9	Program 1	Alphanumeric, 9 characters, flush left	Program Code associated with office being charged or credited (i.e., based on the organization being charged or credited).
16	121	4	BOC 1	Alphanumeric, 4 characters, flush left	Budget Object Code associated with Item Code for the item being purchased or returned.
17	125	10	Job Number 1	Alphanumeric, 10 characters, flush left	Value spaces or nulls. This field will be derived during interface processing based on the service date field values.
18	135	4	Beginning Budget Fiscal Year 2	Numeric, 4 characters	Set to the same value as Beginning Budget Fiscal Year 1.
19	139	4	Ending Budget Fiscal Year 2	Numeric, 8 characters	Value spaces or nulls

Field #	Beg Pos	Length	Field Name	Format	Description
20	143	6	Fund 2	Alphanumeric, 6 characters, flush left	This value should be driven by a parameter so that it can be reset as needed. The value in this field will determine the Fund Code to which the credit side of the transaction will post in FFS. The current value (fiscal 2005) is '0440' (do not truncate the leading zeros!).
21	149	7	Organization 2	Alphanumeric, 7 characters, flush left	This value should be driven by a parameter so that it can be reset as needed. The value in this field will determine the Organization Code into which the credit side of the transaction will post in FFS. The current value (fiscal 2005) is 'SR000' (SR followed by three zeros).
22	156	9	Program 2	Alphanumeric, 9 characters, flush left	This value should be driven by a parameter so that it can be reset as needed. The value in this field will determine the Program Code that will be used on the credit side of the transaction in FFS. The current value (fiscal 2005) is 'NONPERS'.
23	165	4	BOC 2	Numeric, 4 characters	Set to the same value as the BOC 1 field.
24	169	10	Job Number 2	Alphanumeric, 10 characters, flush left	Value spaces or nulls
25	179	15	Amount 1	Numeric, 15 characters, and flush right. The amount should have an inferred two decimal places. For example, $23.10 would appear as '000000000002310' (flush right with leading zeros).	Absolute value of net amount to be charged or credited to the office on this line (sign for net amount will be determined based on the increase/decrease indicator). This should be the net of any increase/decrease detail amounts that are summed to get a given line amount—not a total of the unsigned detail amounts (i.e., the increase/decrease indicators must be reflected in the total).
26	194	1	Increase/ Decrease Indicator 1 (FFS COBOL field name = Line Action)	Alphanumeric, 1 character, flush left	Value "I" (increase expense) for net charge to the office. This will result in a credit to HSS. Value "D" (decrease expense) for net credit to the office. This will result in a charge to HSS.

Field #	Beg Pos	Length	Field Name	Format	Description
27	195	15	Amount 2	Numeric, 15 characters, flush right	Set to the same amount as the Amount 1 field.
28	210	1	Increase/ Decrease Indicator 2 (FFS COBOL field name = Line Action)	Alphanumeric, 1 character, flush left	◦ If the Increase/ Decrease Indicator 1 value is "I" (increase), then set the Increase/Decrease Indicator 2 value to "D" (decrease). ◦ If the Increase/ Decrease Indicator 1 value is "D" (decrease), then set the Increase/Decrease Indicator 2 value to "I" (increase).
29	211	1	Partial/Final Flag	Alphanumeric, 1 character, flush left	Value spaces or nulls
30	212	30	Description	Alphanumeric, 30 characters, flush left	Value spaces or nulls
31	242	8	Begin Service Date	Date field in CCYYMMDD format	Beginning Service Date value from the transaction. Normally this will default to the first day of the month during which the expense or credit occurs. However, this can be overwritten by a supervisor to be a prior service date as needed for adjustments.
32	250	8	End Service Date	Date field in CCYYMMDD format	Ending Service Date value from transaction. Normally this will default to the last day of the month during which the expense or credit occurs. However, this can be overwritten by a supervisor to be a prior service date as needed for adjustments.

The following table displays the file layout for the summary record in the incoming to FFS interface file along with a brief description of each field.

Figure 2-2 *Input File Summary Record Fields and Descriptions*

Field #	Beg Pos	Length	Field Name	Format	Description
1	1	20	Event Literal (i.e., File Type)	Alphanumeric, 20 characters, flush left	Value "EXP-XFER-DYNAMIC"
2	21	11	FAIMS Ref ID	Numeric character value (i.e., leading zeros are not replaced by nulls or spaces), 9 characters	Value spaces or nulls
3	32	10	Interfacing System Name	Alphanumeric, 10 characters, flush left	"OFFICE SUP"
4	42	8	File-Creation Date	Date in CCYYMMDD format	System date when file was created
5	50	6	File-Creation Time	Time in HHMMSS format (hours, minutes, seconds)	System time when file was created
6	56	10	Record Count	Character numeric (zero filled to ensure all characters are numeric).	Total lines of this type in interface file not including summary record (i.e., detail record count).
7	66	15	Total Amount	Numeric, 15 characters, and flush right. The amount should have an inferred two decimal places and be zero filled from the left side. For example, $23.10 would appear as '000000000002310' (flush right with 11 leading zeros).	Absolute value of net amount for all lines (sign for net amount will be determined based on the increase/decrease indicator). This should be the net of increase/decrease line amounts, not a total of the unsigned line amounts (i.e., the increase/decrease indicators must be reflected in the total).
8	81	1	Increase/Decrease Indicator	Alphanumeric, 1 character, flush left	Value "I" (increase expense) for net charge to the office. This will result in a credit to HSS. Value "D" (decrease expense) for net credit to the office. This will result in a charge to HSS.
9	82	6	Month/Year	Year and month CCYYMM format	Value spaces or nulls